



TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

HELD AT



ITIRE-IKATE
LOCAL COUNCIL DEVELOPMENT AREA



(39/47 AIRWAYS ROADM, IJESHATEDO STREET, LAGOS STATE)

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DEDICATION

This technical report is dedicated to Almighty Allah the one who has kept me going throughout the period of my SIWES programme, I also thank my parent who has been with me financially, supportive and spiritually. I say a big thank to you and to my sibling and friends.

ACKNOWLEDGEMENT

All praise and adoration goes to no one but Almighty Allah, the creator, the giver and taker of all souls, whom has been seeing me through right from birth till this very moment. Alhamdulillah.

My sincere appreciation goes to my parent, my sibling and friends. Also my special thanks goes to my lecturers of Business Administration And Management, Institute of Finance and Management Studies (IFMS) Kwara polytechnics Ilorin and also grateful to all my lecturers both teaching and non in the department of Business administration and management Ilorin for their contribution to my knowledge. God bless you all.

PREFACE

This report on student work experience scheme (SIWES) is a detected write up of what the SIWES programme is all about. This report contains the principal experience gained by the student that participated in the SIWES program, in relation to specific field of study.

Also this report also contain the aims and objectives of the program, the participation of the student in the organization activities. The content of this report also explain the description of work done.

TABLE OF CONTENTS

TITLE PAGE

DEDICATION.....	ii
ACKNOWLEDGEMENT.....	iii
PREFACE.....	iv
TABLE OF CONTENTS	v
CHAPTER ONE.....	1
1.0 INTRODUCTION	1
1.1 DEFINITION OF SIWES.....	1
1.2 HISTORICAL BACKGROUND OF SIWES	2
1.3 AIMS AND OBJECTIVES OF SIWES	2
CHAPTER TWO.....	4
2.0 HISTORICAL BACKGROUND OF THE COUNCIL.....	4
CHAPTER THREE	5
3.0 WORK DONE	5
3.1 OFFICE UNIT	5
3.2 BASIC FUNCTIONS OF A MODERN OFFICE	5
3.3 ACCOUNTING AND AUDITING SECTION.....	7
CHAPTER FOUR	9
4.1 EXPERIENCE ACQUIRED	9
Summary of Qualifications.....	10
CHAPTER FIVE	11
5.1 EXECUTIVE SUMMARY	11
5.2 SKILLS TO USE EVERY DAY	11
5.3 CHALLENGE ENCOUNTER	11
5.4 RECOMMENDATION	12
5.5 CONCLUSION.....	12

CHAPTER ONE

1.0 INTRODUCTION

It is very widespread in the society that tertiary institution graduates are not practically oriented rather they are very converse with theory aspect, it has affected them both in the labor market and the society at large therefore the industrial training fund (I.T.F) came into existence and student industrial working experience scheme.

(SIWES) was introduced by the federal government of Nigeria and was established by I.T.F in 1973 to solve the problem of lack of adequate practical skill by all Nigeria graduate of tertiary institution in order to enhance then performance when employed into industries.

The scheme exposes student to industry based skills necessary for a smooth transition from the classroom to the world of work, it affords students of tertiary institution, the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the education institution participation in student industrial working experience scheme (SIWES) has become a necessary pre condition for the award of dalliances and degree certification in specific disciplines to most institution of higher, learning in the country on accordance with the education policy of government.

1.1 DEFINITION OF SIWES

As the name implies student industrial working scheme (SIWES) it is a programme that was introduced by the federal government of Nigeria for the student to undergo which is usually a four month practical work experience of their course of study.

1.2 HISTORICAL BACKGROUND OF SIWES

The 1988 biennia/SIWES/ITF national conference in Jos mandated all collaboration agencies (NUC, NBIE AND NCCE) to draw up specifications would gives the industrial working experience scheme (SIWES). The job specification would gives the industrial and institution supervisor in the placement of the minimum industrial exposure preparatory to employment.

The national universities commission (NUC) recognizing important of job specification in SIWES DCL set the necessary machinery in motion soon after the resolution was taken in 1988. It was not until January 1996 at the day, National workshop in JOS the job specification was drawn feretine programme that had industrial attachment component in their minimum academic standard documents.

Furthermore, drafted document were set to all universities I.T.F industrial and profession blockier involved in the running of the scheme for the command and input their comment were then consider by panel comprised by the nine chairman of the discipline group and these found relevant were incorporated to produce the find specification document. The final job specification for each programme organized into the following four porter, introduction, objectives, philosophy and job appendices word hen bound into a book.

1.3 AIMS AND OBJECTIVES OF SIWES

- Provides opportunity for student to apply the acknowledge, to need work situation thereby bridge the gap between theory practices
- It prepare student for labour market

- It also exposes student to method and technologies that they need in handling equipment and machines
- Earnest placement strengthen employers involvement in the educational process of preparing student for employment.

CHAPTER TWO

2.0 HISTORICAL BACKGROUND OF THE COUNCIL

Itire-Ikate LCDA was created in 2003 from the former Surulere Local Government Area, with the aim of bringing governance closer to the people. The area has a rich cultural heritage, with a history dating back to the pre-colonial era. Over the years, Itire-Ikate has undergone significant development, with improvements in infrastructure, education, healthcare, and economic opportunities.

- Infrastructure Development
- Social Welfare and Community Development
- Environmental Sustainability
- Education and Healthcare
- Economic Empowerment

CHAPTER THREE

3.0 WORK DONE

3.1 OFFICE UNIT

Office is generally a room or other area in which people participate in specific duties attached to it

Office procedure

Office procedure can be define as the sequences of steps or operations in which activities are performed.

3.2 BASIC FUNCTIONS OF A MODERN OFFICE

Basic functions are differed from administrative management functions. Basic functions may be termed as primary functions. Here, the primary or basic functions are presented below.

1. Receiving Information

The information may be received from within the organization or outside the organization. If information is received from various departments and executives of the organization, it is termed as information received within organization.

If information is received from outsiders say customers, government departments, share holders, suppliers, they are termed as information received from the outside organization.

2. Collecting Information

Collecting information is differing from receiving information. If an office gets information voluntarily, it is receiving information. If an office gets information after an enquiry or demands, it is collecting information. Enquiry or demands may be made through letters and/or telephone calls.

Managers or departmental executives can visit other offices to collect information. Information may be received or collected if it helps the management in taking decisions.

3. Recording Information

Both received and collected information should be properly recorded in suitable form. An office determines the form, number and nature of records to be maintained according to the needs. Some forms are specified in the respective statutes.

4. Creating Records

The information should be converted into according to the needs and prepare financial and cost accounts, production details, sales particulars, man hours worked, price list and the like. These records are used as a reference library of the management.

5. Processing or Arranging Information

The received and collected information have to be arranged in a systematic way. If not so, there is no use of such received and collected information. Financial statements and statistical statements are examples of arranged information.

6. Computation and Statistical Work

Calculations have to be made for preparing statistical charts and / or diagrams. Cost Sheet, Production Budget, Sales Budget, Purchase Budget, Master Budget, Fund Flow Statement and Cash Flow Statements are also prepared.

7. Analyzing Information

One has to analyze the information to find a truth. The hidden fact has to be highlighted through proper analysis. Reports are also drawn up out of analysis. Market analysis, Production Report, Financial Report and Employees Report are also prepared.

8. Maintenance of Records

Created records should be maintained in a proper way. The future reference will be very easy through proper maintenance of records.

9. Retention of Records

Records may be classified into two types i.e. necessary records and outdated records. The necessary records should be preserved under the control and supervision of office manager. The outdated records can be destroyed.

10. Communication of Information

The office supplies information from its records as and when required by management for taking decisions. The information may be supplied verbally or in writing. Normally, the urgent information is supplied verbally.

3.3 ACCOUNTING AND AUDITING SECTION

Accounting is the systematic way of calculating financial policies and recording transactions

Accountancy is the process of communicating information about a business entity to users such as shareholders and managers.

AUDITOR

Auditor is a person assigns to look at the gabs, errors, and accounting management

In charged with the responsibility of auditing the account of receipts issued of payment of public money. He is to examine the accounts in such a manner as he may think fit ascertain whether in his opinions the account have been properly kept public money accounted for. Public think fit ascertain whether being in his option for which they are meant to ensure essentials records are maintained and rules and procedures are sufficient to safeguard and control public funds properly and certification by the accountant general.

DIRECTOR PLANNING RESEARCH AND SUPPLY

He co-ordinate the ministerial development plan medium and prospective. Co-ordinate the ministerial annual budget i.e. recurrent capital estimates.

Director personal finance and supply, he is in charge of the disbursement of the funds involvement of govt. funds disbursement of loans and supervision of Gatter way insurance company. He is also in charge of preparation of memorandum to the council and sees to the general management of the officers as well as in charge of junior staff committee

ACCOUNTANT GENERAL

He is the chief accountant officer of the state government. He sees to his general supervision of the accountant of all ministries maintenance of proper system of the account for the entire ministry he answers that proper provision is made for safe keeping of public money and security. He sees that all books are kept up to date, supervising govt. expenditure and ensure none is made without proper authority and he report to government on any different in procedure of collecting revenues, these are:

Coordinating, collecting, processing and management of financial economic data expenditure debts stock, housing and other data processing.

- I. Coordinating, comment on council memorandum, budgeting request from ministries and the funding position of world bank program in kwara state
- II. Chairman of the committee and updating of public account and member of the central budgeting committee
- III. Vice chairman of the ministerial tender's board he prepares the research paper ministered brief of the ministers.

CHAPTER FOUR

4.1 EXPERIENCE ACQUIRED

1. Overseeing headship staffs working in the office.
2. Welcoming guests, replying to the queries and directing them to suitable school personnel.
3. Managing telephone calls, supplying and getting data and directly talking to a suitable person.
4. Keeping a check on the inventory of school materials and normal office supplies.
5. To keep an office running smoothly and efficiently, Office Secretaries perform many tasks. We analyzed several job listings to identify these core Office Secretary duties and responsibilities.

Answer Telephones

Office Secretaries are the office gatekeepers – they answer the phone, take messages or refer calls to appropriate staff member.

Maintain Calendar and Plan Meetings

Office Secretaries schedule appointments and update event calendars. They also arrange meetings and coordinate conference room schedules. In advance of meetings, they assemble background materials and set up the meeting space. They attend meetings and prepare minutes or summaries of the meeting outcomes.

Handle Mail

Incoming and outgoing mail and faxes all go through the Office Secretary. They open, review, sort and distribute the mail to the appropriate recipients. Office Secretaries also maintain email lists, and distribute information to staff.

Prepare and Edit Documents

As the last person to see documents before they are sent, the Office Secretary reviews outgoing correspondence for grammar, correctness and completeness, and insures that appropriate material is attached. They prepare memos or other reports for internal or external distribution. They may also make travel bookings and prepare travel expense reports.

Maintain Databases and Filing Systems

Office Secretaries design, implement and maintain filing systems, both electronic and paper. When requested, they search for and compile requested material from the databases.

Maintain inventory

The Office Secretary tracks office supplies and orders replacements as required. They may be responsible for an office budget for supplies and other expenditures.

Summary of Qualifications

Extensive secretarial and clerical work experience.

Expertise in word processing, database, and spreadsheet software.

Good understanding of office practices and methods.

Solid understanding of filing systems.

Well-organized and detail-oriented, a successful Office Secretary must be able to multi-task and take instruction from many sources. Key traits for an Office Secretary are strong interpersonal skills and a positive attitude. In addition to these general skills and personality traits, employers are seeking Office Secretary Candidates with the following skills.

CHAPTER FIVE

5.1 EXECUTIVE SUMMARY

The student industrial work experience scheme (SIWES) is a skill development programme initiated by the industrial training fund (ITF) in 1937 to bridge the gap between theory and practice among students of higher learning in Nigeria. It provides for on-the-job practical experience for students as they are exposed to work methods and techniques in handling equipment and machinery that may not be available in their institution.

However, the rapid growth and expansion of SIWES has occurred against the background of successive economic crises which have affected the smooth operation and administration of the scheme in industrial Nigeria today.

5.2 SKILLS TO USE EVERY DAY

Typing, spelling and grammar are all extremely important, but so are people skills. Secretaries not only deal with others in the office, but clients, courts, opposing counsel, couriers and court reporters. People skills are very important. Good English skills and typing are a must, and a working knowledge of current technology is essential.

5.3 CHALLENGE ENCOUNTER

My job is to take care of other people and give proper record of the staff, and sometimes that's not easy to do. Everyone has a particular way they like things to be done, and bosses with secretaries can get very spoiled by someone knowing all their whims. When someone new takes over, or is just helping out, often the boss expects the new person to be privy to all the knowledge the old one had. The legal field is also very stressful,

as there are deadlines and court rules to follow, and I'm often given a lot of work to do in a short amount of time, and it's expected to be done right.

5.4 RECOMMENDATION

In view of the relevance of the SIWES program it is important that sustained by the government through the industrial training fund (ITF) as it exposes the student to their course of study, the following under listed point should be implemented, there should be proper supervisor of the student convened by the both ITF officials and the institution based supervisor.

- Most of the government institution should make it as a service to pay a monthly stipend to student concerned.
- The company should put in place all the necessary facilities needed to enhance the knowledge of the student in industrial attachment
- Improvement of allowance and free transport service for student attached to the various organization.

5.5 CONCLUSION

The four month practical work experience without mincing work is exhaustive. The acquisition of knowledge relevant to the student course of study has broader horizon and provided the much needed job experience for course that demand exposure to industrial skills.

The program also offered me the opportunity the access the interview and intricacies which aided and also contributed to my knowledge. It was really an unforgettable experience.